



# **SENIOR/ADVANCED HR AND MANAGEMENT CONSULTANTS – SUBCONTRACTORS /INTERMITTENTS**

***“To Serve the DC Metropolitan and Maryland Area”***

**Competitive Hourly Rate Dependent upon Qualifications, Experiences, and Assignments**

## **THE ORGANIZATION**

CPS is a self-supporting public agency providing a full range of human resource services to the public and nonprofit sectors. We have unique expertise in delivering HR management and consulting services, employment testing and assessment services, and applicant tracking software to government agencies throughout North America. We assist organizations across the talent management continuum in recruiting, selecting, and developing employees.

## **THE POSITION**

The Federal Consulting Services Group of CPS is seeking experienced Human Resource and Management Consultants (at the journey and advanced level) to provide quality HR and management consulting services and project support to our federal sector and non-profit clients.

There is an immediate need for qualified HR and Management consultants with strong federal and non-profit sector background in the following areas:

- **Strategic Human Capital and Workforce Planning / Competency Development**
- **Human Resource Specialists (Federal Sector, SES, Title 5, 38, and 42, Recruitment, Classification)**
- **Training (Design, Development, and Implementation)**
- **Executive Coaching**
- **Mentoring**
- **Performance Management**
- **Organizational Development/ Business Process Redesign**

## **KNOWLEDGES, SKILLS AND ABILITIES:**

- Principles and practices of public /business administration; federal, state and local laws and regulations
- Advanced principles and practices of human resources public sector agencies
- Principles and practices of organizational development and analysis, and project management
- Technical report writing techniques
- Strong analytic and problem resolution skills
- Leadership skills
- Proficiency in all MS Windows and MS Office 2000 applications
- Strong organizational and planning skills to manage multiple efforts or projects
- Excellent communication and interpersonal skills

## **QUALIFICATIONS:**

**Education:** Bachelor's degree in Human Resource Management, Business, Public Administration or related field is required. Ideal candidates will possess a Master's degree in one of the above stated fields.

**Experience:** Two years of professional experience for the Senior level, and four to six years of professional experience at the Principal level is required. Professional certifications, such as the IPMA Certified Professional (IPMA-CP), Certified Specialist (IPMA-CS), and S/PHR certification are highly desired.

**SELECTION PROCESS:** Qualified candidates must complete an online application at [www.cps.ca.gov](http://www.cps.ca.gov). Faxes and resumes will not be accepted during the initial recruitment phase. Applications will be reviewed for related experiences, appropriate level, and education. The most qualified candidates may be invited to participate in personal interview.

**FINAL FILING DATE:** **Applications Being Accepted on a Continuous Basis.**

*CPS is an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER*